



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



A Tradition of Service

November 09, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE PURCHASING AGENT TO PROCEED WITH THE
ACQUISITION PROCESS FOR CONTRACT SERVICES TO CLEAN AND SANITIZE
AIR CONDITIONING DUCT WORK AT TWIN TOWERS CORRECTIONAL FACILITY
(SECOND DISTRICT) (3 VOTES)**

SUBJECT

The duct work that provides fresh air inside the Twin Towers Correctional Facility (TTCF) requires cleaning to remove dust particulates. Pursuant to Title 8 California Code of Regulations, the Los Angeles County Sheriff's Department (Department) must maintain and operate the TTCF's Heating, Ventilating and Air Conditioning (HVAC) system to State Building Standards.

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Internal Services Department (ISD), as the Los Angeles County (County) Purchasing Agent to proceed with the acquisition for services to clean and sanitize air conditioning duct work at TTCF in an amount not to exceed \$156,847.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to obtain the approval of the Board to authorize the Purchasing Agent to proceed with the acquisition process for contract services to clean and sanitize air conditioning duct work. The duct work provides fresh air to the occupants inside TTCF.

The services are needed to safeguard the health and well-being of inmates, as well as to ensure a sanitary and hygienic working environment for Department personnel. As required by State regulations, all duct work that supplies fresh air to facilities HVAC system must meet air quality standards.

Implementation of Strategic Plan Goals

The services support the County's Strategic Plan, Goal 5, Public Safety, by ensuring a healthy custodial environment for inmates and staff.

FISCAL IMPACT/FINANCING

The estimated cost of the duct work cleaning will not exceed \$156,847, which will be funded by the Department's Inmate Welfare Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The acquisition of the service for this project exceeds \$100,000 and does not fall under the statutory authority of the County's Purchasing Agent. Therefore, Board approval is required for the Purchasing Agent to proceed with this acquisition.

CONTRACTING PROCESS

Upon Board approval, the purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's Purchasing policies and procedures, established by ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current Department operations and services if all contract service work is done promptly.

CONCLUSION

Upon Board approval, please return two individually certified copies of the adopted Board letter to the Department's Administrative Services Division.

Sincerely,



LEROY D. BACA
Sheriff

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